

Learning Support Assistant

Line of responsibility

The LSA is responsible to the class teacher, the TA Manager and the SENCo; all members of staff are directly responsible to the Headmaster.

Job content

Provide support to the class teacher and the SENCo in

- Supervising and assisting pupils (1:1, in groups or whole classes) across a variety of activities., both inside and out.
- Promoting the physical, mental and emotional wellbeing of pupils. To be able to sit, kneel or lie on floor with children in order to facilitate relaxation classes or 1 to 1 conferencing etc
- Contributing to the administrative support of the school. Including liaising with Head, and Deputy in the offices
- Support and encourage the school's ethos, vision, objectives, policies and procedures as agreed by the governing body
- Take whole classes as requested, implementing the teacher's planning. Such whole class teaching will be for the most part pre-planned and TAs can be asked to cover any year group within the school, not just the year in which they are working. The need to be flexible is imperative.
- To cover weekly designated PPA time as arranged.
- To work with other professionals, such as speech therapists and occupational therapists as necessary. To implement advice give in these areas
- Contribute to planning evaluation and implementation
- Develop, prepare and disseminate appropriate materials
- Presenting and displaying work in books and on classroom walls
- Assist in the implementation of Individual Education Programmes for students and help monitoring their progress
- To attend INSETs as required
- Filing IEPs and annual reports in upstairs office space.

Supporting pupils' learning under the direction of the teacher including:

- Supporting pupils, including those with SEN individually and in small groups, assisting in implementing the IEPs designed in consultation with teaching staff.
- Enabling children to become independent learner.

- Provide unobtrusive guidance and support to enable pupils to find answers to questions and tasks set, using knowledge of each pupils differing levels of development and ability to ensure progression and continuity.
- Keeping records as requested by the teacher which directly link with the children's attainments or problems
- Assisting in the management of pupils who are showing socially unacceptable or challenging behaviour under the direction of guidelines at the school. To undertake Team Teach training as required in order to 'hold' a child safely
- Assisting pupils with physical difficulties, including assisting with physical obstacles, eg stairs/assisting with personal hygiene/intimate care as agreed by parents and SENCo
- To understand the learning objectives of every lesson in order that evaluation of progress can be ascertained.
- In an emergency, to accompany a child to hospital or the clinic.
- Undertaking any training as thought appropriate
- To attend INSET training as required
- Assisting with preparations of learning materials as requested (ie photocopies, creative activities, games etc)

Other duties of an appropriate level and nature will also be required as and when requested by the Headteacher or line manager.

Confidentiality

- The details concerning children as well as the affairs of the school are confidential. Any person seeking information should always be referred to the teacher or the Head / Deputy
- The only person (other than the Head) in the school who deals with the press is the Deputy, who is one of the Governors.

Appraisal

All staff will be appraised annually. LSAs are appraised by the SENCO

The Head and the Deputy, along with all the teachers are available for discussions on any issues of concern. We have a policy of being an 'open school', where professional and personal issues are separate.

LSAs within Hayes school are respected as professionals. This must be the case at all times.